



FAQ > Micro-Roaster > Team management > How do I Invite a New Member?

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## How do I Invite a New Member?

Nehal Gowrish - 2021-09-14 - Team management

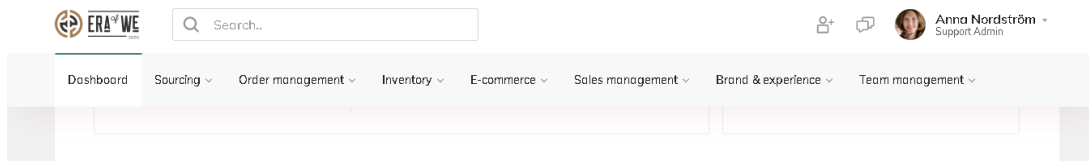
### BRIEF DESCRIPTION

The

Era of We application allows you to manage and keep track of your team members with a click of a button. In this documentation, you will understand how to invite a new member.

### STEP BY STEP GUIDE

Step 1: Log in to your admin account, click on the 'Add team member' button at the top-right corner of the interface.



Step 2: Click on the 'Invite new member(s)' button

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Dashboard Sourcing Order management Inventory E-commerce Sales management Brand & experience Team management

Home > People > Manage roles

Add team member(s) Sourcing Select members to add to the role Search by name, role Invite new member(s)

Status Role

<input type="checkbox"/>	Name	Last login	Email	Status	All Roles
<input type="checkbox"/>	Anna Nordström	20/05/2021 12:24 PM	satyanarayana.murthy@nordsud.se	Active	Support Admin, Cupping Admin
<input type="checkbox"/>	Vijaysimha challa		vijay1@gmail.com	Disabled	Support Admin, Accounts, +2
<input type="checkbox"/>	New Roaster		newroaster@ro.com	Active	Sourcing, Tjenas, +2
<input type="checkbox"/>	Jacob Hurl		vetriVeLa@terralogic.com	Active	Sourcing, Accounts, +2
<input type="checkbox"/>	Roaster User1		roasteruser1@ro.com	Active	Sales and Marketing, Support Admin

Step 3: On the invite new member page, enter the name into the 'Name' field and work email address into the 'email' field.

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Invite new member(s) to Sourcing

Name\* Enter work e-mail address\*

Enter your full name you@example.com

+ Add another member

Cancel Send Invites

About us: General Terms and Conditions User, General Terms and Conditions Legal Entity, Privacy policy, Cookie policy

Help and support: support@eraofwe.com

ERA@WE Facebook, Twitter, Instagram, YouTube

Roasters can invite multiple users at once by clicking on the 'Add another member' button.

Home > People > Manage roles

**Invite new member(s) to Sourcing** ✓

Name\*

Enter work e-mail address\*

+ Add another member

Step 4: Click on the 'Send invites' button to invite a new member.

Home > People > Manage roles

**Invite new member(s) to Sourcing** ✓

Name\*

Enter work e-mail address\*

+ Add another member

Thus, you can invite a new member as a roaster.

“If you still have any queries, then please feel free to connect with our support team.”